



## Knowledge Management System Requirements Document

### Phase I

#### Implementation needed NLT Monday December 30, 2004

1. Logon – there needs to be a “logon” for the users – inside of the Langley Firewall to log into the system. If possible, can we ping against the email server and allow logon to be email user id (i.e., [h.r.venus@larc.nasa.gov](mailto:h.r.venus@larc.nasa.gov)) and email password – CF should allow for this? This will mean all folks inside the firewall with email accounts should be able to log on without processing a request for access form, etc.
  - ii currently has approximately 180 – 300 documents (all .pdf) that need to be loaded into a “searchable” database. These files will have the following metadata associated with the records:
    - email of person uploaded document with them at this time but the capability must exist to search on the content within the documents (automatically generated from logon)
    - Name (they enter this – first, last – separate fields)
    - Date/time – automatic
    - Category of document (this will be a pull-down with the following categories already established: Proposal, Trip Report, Phone Calls, Contacts, Training. Users may “add” a new category if they would like – the categories are unique and can not already exist.
  - Documents can not be overwritten by anyone other than the person who uploaded the original. If someone tries to upload a document the 2<sup>nd</sup> time – they will get a warning – and if they agree and are the same person who uploaded the original – they may overwrite – otherwise they may not.
2. Develop a search capability to be included on the ii’s website (currently under redesign) <http://ii.larc.nasa.gov> POC (Peggy Overby and Liz Ward). This search feature can contain single words or words in quotes (i.e., “Hot and Integrated Structures”, “Vincent Schultz”) if possible. The search capability will of course be limited to the following:
  - Data retrieved in the proposals – i.e., if an Author’s name is not on the document – obviously it can’t be searched since there will be no metadata initially.
  - Not password protected – i.e., the ii will only store documents which are readable to all employees inside of the LaRC firewall.
3. No Logon requirement at this time for the Search Feature – login is required for the Add feature.